

**IN THE REGISTRIES OF PATENTS, TRADE MARKS AND DESIGNS
INTELLECTUAL PROPERTY OFFICE OF SINGAPORE
IP²SG PRACTICE DIRECTION NO. 1 OF 2021**

ELECTRONIC ONLINE SYSTEM (EOS)

This Practice Direction is issued by the Registrar under Rule 96A(3) of the Patents Rules, Rules 3A(3) and 78A(3) of the Trade Marks Rules, and Rules 3A(3), 14 and 58A(3) of the Registered Designs Rules to specify the updated practice to be adopted when using the Electronic Online System (EOS) provided by the Registries of Patents, Trade Marks and Designs.

This Practice Direction shall supersede IP²SG Practice Direction No. 1 of 2020. It contains the following updates:

- 1) Addition of a new section clarifying the requirements for images submitted in electronic form for trade mark applications.
- 2) Removal of references to the manual filing fees, which are no longer applicable with all filings to be conducted via the EOS.
- 3) Removal of references to the Service Bureau, following the removal of the relevant provisions pursuant to the Patents (Amendment) Rules 2021, Trade Marks (Amendment) Rules 2021, and Registered Designs (Amendment) Rules 2021.

Dated this 10th day of September 2021



RENA LEE
REGISTRAR
REGISTRIES OF PATENTS, TRADE MARKS AND DESIGNS

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PART I INTRODUCTION

1. Citation

This Practice Direction may be cited as the IP²SG Practice Direction No. 1 of 2021.

2. Commencement

The effective date of this Practice Direction 1 October 2021.

PART II ELECTRONIC FILING AND SERVICE

1. The Electronic Online System (EOS)

- (1) The Registries of Patents, Trade Marks and Designs established an electronic online system (“EOS”) for conducting Intellectual Property (IP) transactions as specified in the respective IP Rules.
- (2) Unless otherwise specified by the Registrar, transactions shall be made by electronic transmission via the EOS.
- (3) The service allowing transactions via the EOS is accessible at the URL <https://ip2sg.ipos.gov.sg>, and is commonly referred to as IP²SG.
- (4) A person or entity may apply to be registered as an Account Holder via the authenticated login modes catered for under the EOS.
- (5) Use of the EOS is governed by the Terms and Conditions, notices, directions or instructions as may be issued by the Registrar from time to time. These can be found at the URL above.

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2. Forms or Requests to be Submitted Using the EOS

(1) Unless otherwise specified by the Registrar, an Account Holder can submit the following forms and/or documents via the EOS:

Patents	PF1, PF2, PF7, PF8, PF9, PF10, PF11, PF11B, PF11C, PF12, PF12A, PF12B, PF13, PF13A, PF14, PF15, PF17, PF19, PF20, PF28, PF35, PF36, PF37, PF38, PF45, 46, 47, PF54, PF56, PF57, PF58, CM1, CM2, CM3, CM4, CM6, CM7, CM8, CM9, CM10, CM12, HC1, HC2, HC3, HC4, HC5, HC6, Evidence by Initiator, Evidence by Respondent, Evidence in Reply by Initiator, Written Submissions & Bundle of Authorities, Bill of Cost, Marked Bill of Cost, National Security Clearance under Section 34.
Trade Marks	TM4, TM8, TM10, TM11, TM19, TM27, TM28, TM48, MM2, MP1, CM1, CM2, CM3, CM4, CM5, CM6, CM7, CM8, CM9, CM12, CM13, HC1, HC2, HC3, HC4, HC5, HC6, Evidence by Initiator, Evidence by Respondent, Evidence in Reply by Initiator, Written Submissions & Bundle of Authorities, Bill of Cost, Marked Bill of Cost.
Designs	D3, D5, D8, D13, CM1, CM2, CM3, CM4, CM5, CM6, CM7, CM8, CM9, CM10, CM12, CM13, HC1, HC2, HC3, HC4, HC5, HC6, Evidence by Initiator, Evidence by Respondent, Evidence in Reply by Initiator, Written Submissions & Bundle of Authorities, Bill of Cost, Marked Bill of Cost.

(2) The allowable format for submission of other documents such as attachments to the forms are as follows:

Format	Documents	Image representation	Colour
IP			
Patents	docx, pdf, txt (sequence listing only)	NA	black/white or greyscale
Designs	pdf	jpg, jpeg	no colour restriction
Trade Marks	doc, docx, pdf	jpg, jpeg, bmp, tiff, tif	no colour restriction

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3. Modes of Electronic Payment of Fees and Charges

- (1) Unless otherwise specified by the Registrar, where the relevant form and accompany document(s) are submitted via the EOS, payment shall be made at the time of submission.
- (2) Unless otherwise specified by the Registrar, payment of fees for all transactions, including those that do not involve submission of forms, shall be made via the EOS.
- (3) Payment via the EOS must be effected by Inter-Bank GIRO, Visa/MasterCard credit or debit cards or Internet Banking.
- (4) Receipt and tax invoice will be generated and issued via the EOS upon successful completion of the payment transaction.

4. Limits on the Size of Documents Submitted Using the EOS

- (1) The size of documents uploaded in the electronic form cannot exceed 100 megabytes.
- (2) Accompanying documents exceeding 100 megabytes should be split into parts not exceeding 100 megabytes and each part should be filed by ad-hoc correspondence via the EOS in respect of the relevant application or case number. If there are more than three (3) parts, please contact IPOS at 6339 8616 for further directions before the attachment(s) are split and filed.

5. Size and Presentation of Electronic Documents (for Patents only)

Separate Electronic Files

- (1) Unless otherwise specified by the Registrar, where the following documents are being submitted, they shall be submitted as separate electronic files:
 - a. the description together with the claims (if available);
 - b. the drawings;
 - c. the abstract;
 - d. non-English specifications and abstract (of the international application entering the Singapore national phase);
 - e. foreign search report (of a corresponding application);
 - f. international search report (of a corresponding international application);
 - g. international preliminary report on patentability;
 - h. cited documents;
 - i. English translation of non-English language documents and a copy of the verification document of the translation;
 - j. copy of the certified copy of documents (for example, patent grant); and

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- k. documents setting out the final results of the search and examination as to substance;
- l. copy of statutory declaration, including any annexes and attachments; and
- m. supporting documents or evidence.

(2) If there is sequence listing to be provided, it can either be included to form a part of description or it can be submitted as a separate electronic file. If the sequence listing is intended to form part of the description, it should be placed immediately after the description and before the claims.

(3) In the single electronic document file which contains the description and the claims, the visual representation shall be such that the claims shall follow the description and commence on a new page.

General Layout

- (4) The visual representation of all documents shall be clear.
- (5) All documents shall have a document page setup of A4 size and is in portrait orientation.
- (6) The documents shall be in a white background with black text.
- (7) As far as possible, the functions available in Microsoft Word shall be used for formatting purposes. Examples of such functions include indent, symbols, bullet library for lists and page breaks.

Margins

- (8) The minimum margin settings of the page setup of the electronic documents containing the description, the claims, the abstract and drawings, shall be as follows:
 - a. top: 2.0 cm;
 - b. left side: 2.5 cm;
 - c. right side: 2.0 cm; and
 - d. bottom: 2.0 cm.
- (9) The margins of the documents referred to in paragraph 5(8), when submitted, and of any replacement documents, shall be completely blank.

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Font

(10) The characters shall have a font size of at least 10 points and be in one of the following font types:

- a. Arial;
- b. Arial Black;
- c. Arial Narrow;
- d. Arial Rounded Mt;
- e. Courier New; or
- f. Times New Roman.

Headings

(11) Each section and sub-section of the patent specification shall start with a relevant heading.

a. Sections

S/No.	Section	Heading
1	Description	Description
2	Claims	Claim Claims
3	Abstract	Abstract
4	Drawing	Drawing Drawings
5	Sequence Listing	Sequence Listing

b. Sub-sections

S/No.	Sub-section (not limited to)	Heading
1	Reference to Related Applications (if applicable)	Reference to Related Applications Reference to Related Patents Related Applications Cross References Cross Reference

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S/No.	Sub-section (not limited to)	Heading
2	Technical Field	Technical Field Field of Invention Field of the Invention Technical Field of Invention Technical Field of the Invention
3	Background Art	Background Background Art Background of Invention Background of the Invention Prior Art
4	Disclosure of the Invention	Disclosure Summary Disclosure of Invention Disclosure of the Invention Summary of Invention Summary of the Invention Brief Statement of The Invention Object of The Invention Object and Summary of The Invention
5	Brief Description of the Drawings	Brief Description of Drawings Brief Description of the Drawings Description of the Drawings Drawing Description
6	Detailed Description	Description Detailed Description Description of the Embodiments Description of Embodiments of the Invention
7	Industrial Application	Industrial Applicability

(12) The patent specification may contain sections or sub-sections in addition to those indicated in paragraph 5(11). Each section or sub-section shall begin with a relevant heading.

(13) The headings shall be in bold and in one line without any other text or image.

(14) There shall be at least a blank line spacing between the heading and the subsequent paragraph.

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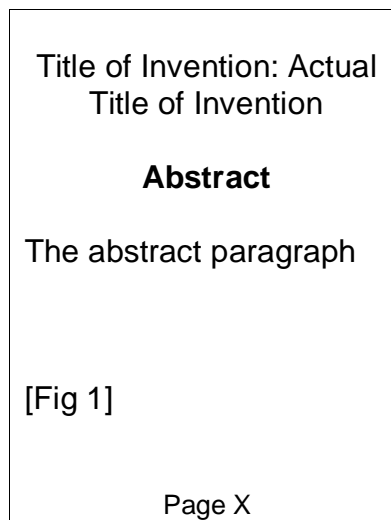
Title of Invention

(15) The indication of the Title of the Invention shall follow the following format:

Title of the Invention: [Actual Title on the Invention].

(16) If there is an indication of the Title of the Invention in the Abstract, it shall be placed above the heading “Abstract”.

Example:



Page Numbering

(17) In the application,

- a. all pages in the description, claims and abstract shall, when submitted, be numbered consecutively;
- b. for drawings, when submitted, be numbered consecutively as a separate series; and
- c. for sequence listing, when submitted, regardless of whether it forms part of the description or for reference shall be numbered independently.

(18) The page numbering referred in paragraph 5(17) shall be in Arabic numerals placed at the top or bottom of the page, in the middle, but not in the top or bottom margin.

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Paragraph Numbering

(19) If the paragraphs are numbered, it shall be preferably numbered in the following format: [0001], [0002] etc...

Claim Numbering

(20) All claims shall be numbered in the following format: [Claim N], where N stands for a number.

Drawing Numbering

(21) All drawings shall be numbered in the following format: [Fig. N], where N stands for a number.

(22) References to drawings in the specification shall be indicated in the same format as paragraph 5(21).

Numbering of all other captions

(23) All captions shall be in the following format: [XXX N], where XXX stands for a label and N stands for a number. Example: [Table 1], [Math. 1].

Format of images placed in the documents

(24) If images are to be placed in the documents, the image file shall be in one of the following formats:

- a. jpg;
- b. jpeg;
- c. png; or
- d. tiff.

Non-Compliance

(25) Pursuant to Rule 23(28) of the Patents Rules, non-compliance with this section (Part II Section 5) may be authorised by the Registrar if the authenticity of the content is not in question and the requirements for good reproduction are not in jeopardy.

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6. Amendment or Correction of Documents (for Patents only)

(1) Pursuant to Rules 46(3B), 48(4), 52(10) and 91(1C) of the Patents Rules, the procedure for amending or proposing to amend, as the case may be, the description, claims, drawings, or abstract with a Patents Form 13, Patents Form 13A or Patents Form 17 or correcting an error in any document other than a form with a Form CM4 is as follows:

- a. the relevant Patents Form shall be accompanied by
 - (i) a copy of the document with the amendment, proposed amendment or correction, as the case may be, indicated therein in the following manner:
 - (1) by striking through any text, figure or other matter to be replaced or deleted; and
 - (2) by underlining any replacement text, figure or other matter; (collectively, the “marked-up copy”; and
 - (ii) a copy of the amended, proposed to be amended or corrected document without editing notations (the “clean copy”).
- b. the following examples illustrates the acceptable formats of the marked-up copy and clean copy referred to in paragraph 6(1)(a):

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Example 1:

Original	Marked-up copy	Clean copy
aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa 10	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaa bbbbaa aaaaa 10	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa bbbbbaaaaaa 10

Example 2:

Original	Marked-up copy	Marked-up copy
aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa 10	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaa bbbbbb bbbbbbbbbbaa 10	aaaaa 10a
	Clean copy	
	aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa aaaaaaaaaa bbbbbbbbbbbb bbbbbaaaaaa 10	

c. where the amendment or correction of paragraph 6(1) pertains to claims, the marked-up copy and clean copy of the full set of claims shall be submitted.

(2) The procedure in paragraph 6(1) shall apply regardless of whether a document is being amended or corrected for the first time or re-amended or re-corrected respectively, following earlier amendments or corrections.

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7. Pagination and Paragraph Numbering of Amended or Corrected Documents (for Patents only)

(1) For documents which have been amended or corrected, pagination of the amended or corrected document shall correspond with the original document, with any new pages generated by the changes paginated with alphabetical characters. For example, if page 3 of the patent description is amended and the changes causes text to shift over to subsequent pages. Subsequent pages created by the amendment may be numbered page 3A, 3B... 3Y, 3Z, 3AA, 3AB etc. Text on page 4 shall begin with the original text.

(2) Similarly, if paragraphs are numbered and if new paragraphs are to be inserted, then the new paragraphs shall be allocated the same number as preceding paragraph followed by an alphabet. For example, paragraphs following paragraph [0005] shall be numbered [0005a], [0005b] etc.

8. Size and Mode of Representations in Electronic Form (for Designs only)

Mode of Representations

(1) The representation of the submitted design (or, where there is more than one view filed as the representation of the submitted design, the representation of each view of the design) shall be either in the form of photographs or drawings which should be visually clear, of good quality and be suitable for reproduction. As the application shall contain a clear representation of the design, the submitted views of the design shall be either in the form of photographs, or in the form of drawings, and shall not be in the form of both photographs and drawings.

(2) All photographs shall show the article against a plain contrasting background. Any extraneous articles that are not intended to form part of the design shall be excluded.

(3) If the representations submitted consist of drawings, the drawings must be accurately drawn and be of well-defined, even, black lines. Rough-hand sketches are not acceptable.

(4) Image files must be in jpg or jpeg format only. The image file name should not contain any spaces or special characters.

Views of Representations

(5) The drawings or photographs should contain a sufficient number of views to completely disclose the appearance of the claimed design, for example, front, rear, right and left sides, top and bottom views.

(6) Cross section views of the design should not be submitted unless it is to clearly show the appearance and shape of three-dimensional designs.

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Number of Views

(7) Each application shall, as far as possible, contain up to 10 different views of the design. Where more than 10 views are provided, the Registry may disregard the additional views lodged.

(8) Each view is to be submitted as one image file. The Registry will accept the views in the consecutive order that they are provided by the applicant.

(9) If the application is for a design which is to be applied to a set of articles, a set of non-physical products or a set of articles and non-physical products, the view selected for publication shall show the design as applied to all the items (articles and/or non-physical products) that are in the set. For example, if the application is for a set of jewellery consisting of a pendant, a ring and a bangle, these three items must be shown within the view selected for publication.

Dimensions of Views

(10) The dimensions for each view of the design should not exceed 13 cm x 15 cm, and should not be smaller than 3 cm x 3 cm.

(11) In the case of a set of articles, a set of non-physical products, or a set of articles and non-physical products, where the view selected for publication shows all the items that are in the set (articles and/or non-physical products), the dimensions of the view selected for publication should also not exceed 13 cm x 15 cm.

(12) The total file size of all the images and the attachments submitted should not exceed 100 megabytes.

Labelling the Views

(13) The views may be labelled numerically such as “Fig. 1”, “Fig. 2” or include terms such as “Perspective view” or “View of one side”.

(14) The labels should not include dimensions, wordings that describe all or parts of the design, or elements of any trade mark.

(15) To protect a design which only applies to a part or parts of an article, the part(s) of the article should be clearly identified in solid lines. The part(s) for which protection is not claimed may be indicated by means of broken or stippled lines, or shaded portions. Broken or stippled lines and/or shaded portions are for illustrative purposes only.

(16) Images labelled as “Reference View” are also for illustrative purposes only. Reference views may, for example, show the design in use. Where an applicant indicates that a view is

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a “Reference View”, the applicant is indicating that that view is not to be taken into consideration in determining the design for which protection is claimed.

9. Image Requirements in Electronic Form (for Trade Marks only)

(1) The submitted trade mark image must not exceed two (2) megabytes in size. The image should also be visually clear, of good quality and be suitable for reproduction.

10. Transfer of Ownership, Licence or Security Interest

(1) The acceptable validation method for applications filed pursuant to Rule 57(3) of the Patents Rules, Rule 55(3) of the Trade Marks Rules and Rule 37(2AA) of the Registered Designs Rules by means of the EOS are authenticated login modes catered for under the EOS.

11. Hard Copies of Electronic Documents

(1) The Registrar may, at his discretion, request hard copies of any documents submitted electronically. Upon such request, the addressee must furnish the required hard copies within the specified time frame, or within seven (7) working days of the request if no time frame is specified.

12. Resubmission of Electronic Documents while Retaining the Date of Receipt

(1) In the event that where IPOS is unable to access the submitted electronic documents (e.g., if the file is corrupted or if it is password protected), the documents will have to be resubmitted in the electronic format as specified in this Practice Direction.

(2) Unless otherwise specified by the Registrar, the applicant shall have to submit a statutory declaration prepared in accordance with Section 11 of the Oaths and Declaration Act (Cap. 211) to the Registrar to retain the original date of receipt of the initial submission of the electronic documents.

(3) The statutory declaration in paragraph 12(2) shall state explicitly and declare that the contents of electronic documents to be resubmitted are identical to the documents earlier submitted.

(4) Where IPOS is unable to access the submitted electronic documents and the applicant fails to resubmit an accessible set of the documents in the electronic format as specified in this Practice Direction, the original submission would be treated as not having been made.

(5) Where IPOS is unable to access the submitted electronic documents and the applicant resubmits an accessible set of the documents in the electronic format as specified in this Practice Direction, but does not satisfy the Registrar that the contents of the resubmission of the electronic documents are exactly the same as the documents submitted in the original

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submission, the date of receipt of the documents shall be taken to be the date of receipt of the resubmission.

13. Electronic Communications

(1) Unless otherwise specified by the Registrar, electronic communication via the EOS shall be the primary means through which correspondence is sent, received and exchanged between the Account Holder and the Registrar.

(2) All correspondence made available to the Registrar through the account and that is received or retrieved by the Registrar through the account shall be deemed to have been duly authorised by the Account Holder.

(3) Any correspondence that is to be sent by the Registrar under the Patents, Trade Marks and Registered Designs Acts and Rules shall be deemed to be duly sent to the Account Holder if such correspondence has been made available through the account in the EOS.

14. Emergency Procedures When the EOS is Unavailable for Extended Periods

(1) In the event that the EOS is unavailable for extended periods (e.g., due to failure of the EOS server), relevant notifications will be put up on the IPOS website and the IP2SG website to inform the public of the unavailability of the EOS. IPOS will also communicate the same to Account Holders via email. During such period, applicants may submit forms and/or documents via FormSG in accordance with the latest Practice Direction on alternative filing mode(s) and the service of documents.

(2) IPOS may issue correspondence (via the EOS, email or post) containing instructions and stipulated time frames in response to applications submitted via alternative filing modes. Applicants are to abide by the instructions set out in these correspondences, where applicable.

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